

PERSONAL MISSION STATEMENT WORKBOOK



BE More – DO More – ACHIEVE More™



Quantum Coaching and Consulting Limited

14 Hanover Street (3rd floor)
Hanover Square
Mayfair
London W1S 1YH
United Kingdom

www.QCCGroup.com

+44 (0) 207 193 1055

PERSONAL MISSION STATEMENT WORKBOOK

Your Personal Mission Statement is your own Personal Charter and contains three basic elements:

- ① **Who you are, or who you want to be, what character strengths you have or want to have, and what qualities you want to develop**
- ② **What you are – what you want to achieve to do**
- ③ **What you value – what you want to have.**

Put simply, it's about what you want to

BE – DO – HAVE

It also forms a basis for when you are making:

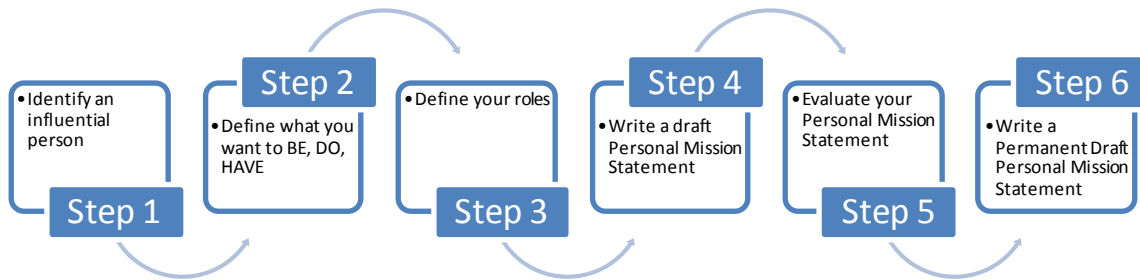
- **Daily decisions; as well as**
- **Major life-directing decisions**

This Personal Mission Statement Workbook provides you with suggested steps that will help you develop your own Personal Mission Statement that will inspire you, and will provide direction and guidance for your life.

This is a time for you also to discover something about yourself. So, we recommend that you...:

- **Work through it slowly - enjoy the process**
- **Don't rush it or set rigid timetables for yourself**
- **Ask yourself the right questions**
- **Think deeply about what your values are and what your aspirations in lie are.**

There are 6 key steps to developing your Personal Mission Statement as shown below:



Each step is important and so we recommend that you work your way through them one by one.

People talk about "finding" their lives. In reality, your life is not something you find - it's something you create.

David Phillips

Step One: Identify a Key Person of Influence

We all know of someone or some people who have had a high degree of influence in our life. To help you focus on what you want to **BE** and **DO**, think about someone who is (or has been) a major influence in your life. It could be a parent, teacher, work colleague, family member, friend – or anyone else who instantly comes to mind.

Think about the way in which this person has contributed to your life. Now, answer the following questions. Keep in mind your personal goals associated with what you want to be and do.

Who has been one of the most influential people in my life?

Which qualities do I most admire in that person?

What qualities have I gained (or want to gain) from that person?

Step Two: Define What You Want to BE, DO, and HAVE

What I'd like to be:



What I'd like to do:



What I'd like to have:



Step Three: Define Your Life Roles

We all have a number of roles that we fill in our life, authentic roles that help to define us. These can be in our family life, our work life, in our community, and in other areas of life. The ones that we choose to fill are those that become a natural framework to give order to what we want to do and be.

You may define your family role simply as “family member.” Or you may choose to divide it into more detailed roles, such as “wife”, “mother”, “sister”, “daughter”, “aunt” “husband”, “father”, “brother”, “son”, “uncle”.... Etc. Some areas of your life, such as your profession, may also involve several roles. E.g. “administrator”, “manager”, “project manager”, “secretary”.....

Identify up to eight key life roles and then write these in the table below. Next, project yourself forward in time. Let’s say it’s your 90th birthday party and people are standing up one by one to tell the audience what impact you have had on their life. Under the column ‘Statement’, write down what you would like people to say with regard to you in that particular role.

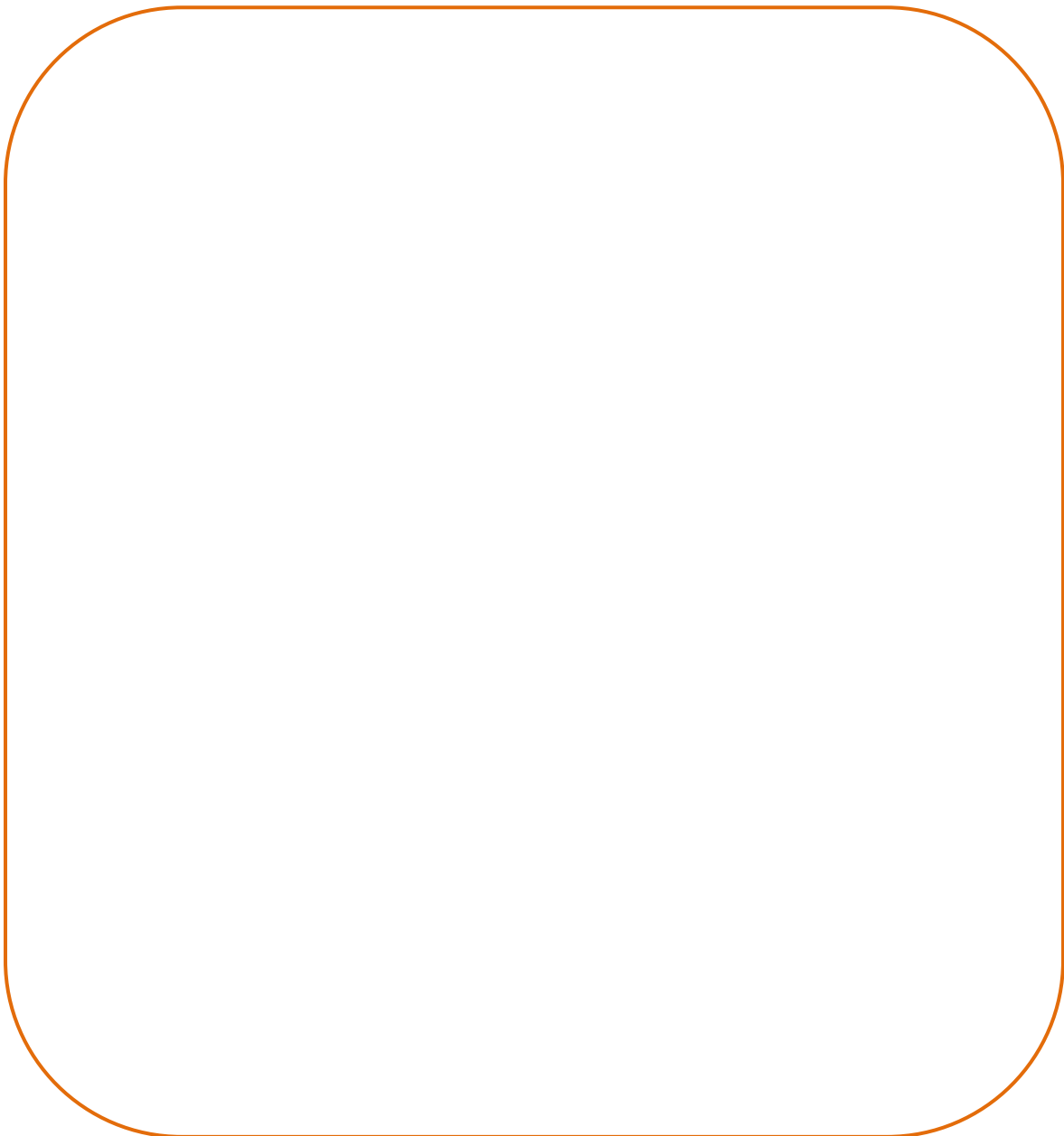
Role	Statement

This exercise will help you gain perspective and balance. By writing down these descriptive statements, you will start to visualize your highest potential. You will also identify the core principles and values you wish to live by.

Step Four: Write a Draft of Your Personal Mission Statement

Now that you have identified your life roles and defined what you want to **BE** and **DO**, you are ready to start working on your personal mission statement.

Drawing upon the thinking you have done in the previous three steps in this process, in the space below create a rough draft of your personal mission statement. Note, this is only draft – we recommend that you come back to this often - make notes, add and delete text as appropriate until it feels right to you.



Step Five: Evaluate

Your personal mission statement should not become outdated. As we move on in life, gaining more experience, developing in character, growing in strength, it's essential that we review and evaluate our personal mission statement to ensure that we keep in touch with our own development and that our mission statement is in harmony with our deepest self. Continually ask yourself these questions:

Is my mission based on timeless, proven principles? Which ones?



Do I feel my personal mission statement represents the best that is within me?



During my best moments in life, in what way do I feel good about what this mission represents?



Do I feel that I have a purpose when I review this statement? How does it give me direction, challenge, and motivation?



What strategies and skills will help me live the values and accomplish the goals I have written in my personal mission statement?



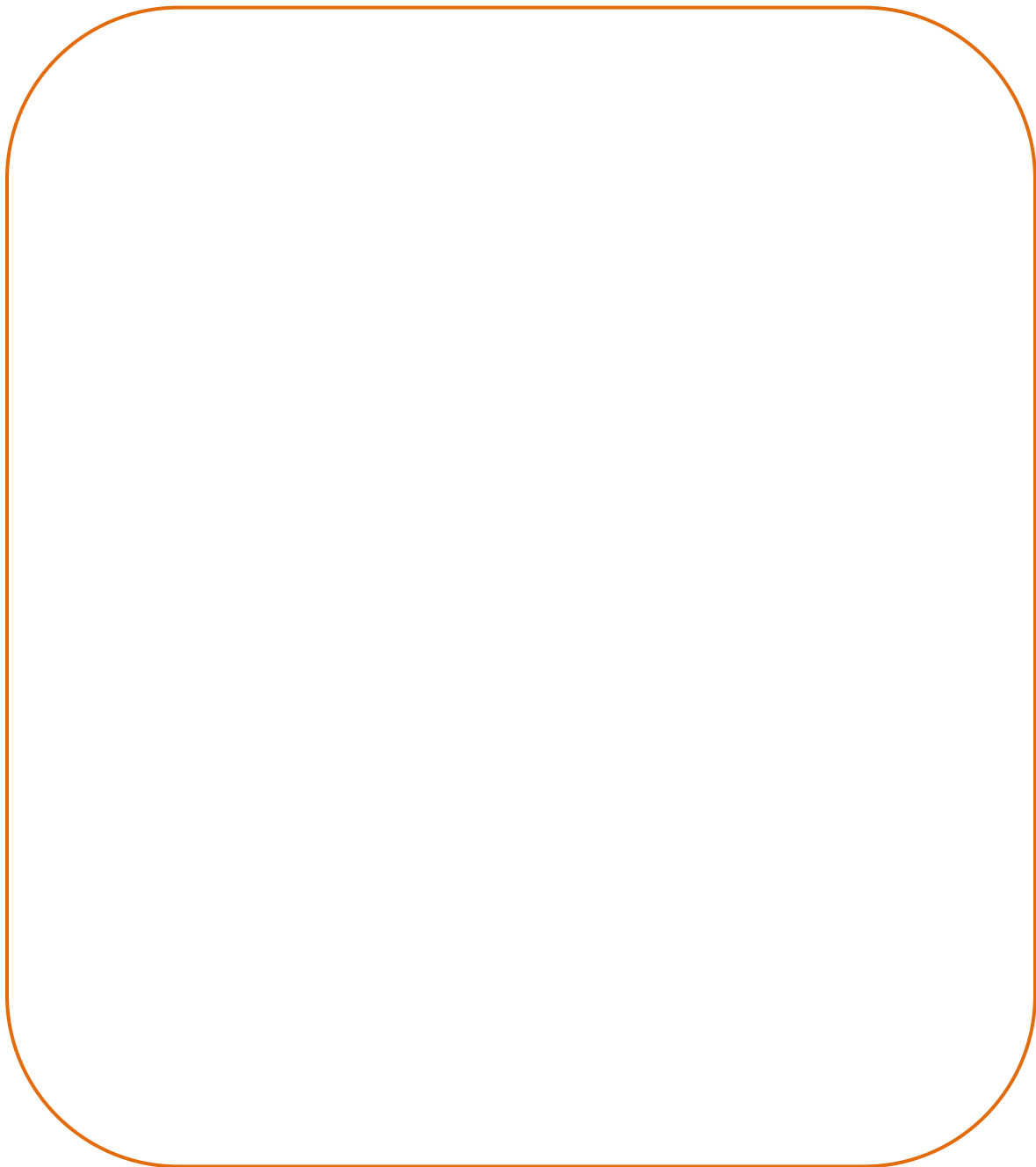
What do I need to start doing now to be where I want to be tomorrow?



Step Six: Write a Permanent Draft

We recommend that you take your time in developing your permanent draft of your personal mission statement. It might take several iterations before you feel inspired by it!

When your personal mission statement is complete, review it frequently – especially when you are experiencing many changes in your life. Commit your personal mission statement to memory – this will keep your vision and values clearly in mind.



"If you don't have your own plan, someone else is going to make you fit into their plan."

Anthony Robbins

Quantum Coaching and Consulting Limited
14 Hanover Street
3rd Floor
Hanover Square
Mayfair
London
W1S 1YH
www.QCCGroup.com
+44 (0) 207 193 1055

